



UNIVERSITY of
WORCESTER

Recycle, | Reuse, & Repair Guide

This guide tells you how to recycle, re-use, re-distribute or repair materials at the University of Worcester.

12 RESPONSIBLE
CONSUMPTION
AND PRODUCTION



Contents:

- > [Batteries](#)
- > [Books](#)
- > [Cans](#) **GREEN**
- > [Cardboard](#) **GREEN**
- > [Clothes, Textiles & Shoes](#)
- > [Confidential Waste](#)
- > [Electrical and IT Waste](#)
- > [Food](#) **CADDY**
- > [Foodbank Donations](#)
- > [Furniture](#) > [General Waste](#)

BLACK

- > [Glass bottles and jars](#) **GREEN**
- > [Inkjet and toner cartridges](#)
- > [Light Bulbs](#)
- > [Metal](#)
- > [Mobile Phones](#)
- > [Office Clear-outs](#)
- > [Paper & light card](#) **GREEN**
- > [Plastic](#) **GREEN**
- > [Wood](#)



> Batteries

Most batteries contain heavy metals and when disposed to landfill these heavy metals have the potential to leak into the ground causing soil and water pollution and endangering wildlife. Cadmium, for example, can be toxic to aquatic invertebrates and can bio-accumulate in fish, which makes them unfit for human consumption.

All types and sizes of household batteries can be recycled in distinctive 'BatteryBack' collection tubes and tubs located on:

St Johns Campus:

- Edward Elgar, Main reception
- Bredon, main corridor
- Woodbury, main corridor
- Students Union, Welcome Desk
- Peirson Study and Guidance Centre
- Hines building

City Campus:

- Charles Hastings, Main reception

If unsure, please visit the Recycling Map (St Johns Campus only) on the University's website, via the following link:
[https://www.worcester.ac.uk/documents/Recycle-](https://www.worcester.ac.uk/documents/Recycle-more-obscure-items-SJC-Map.pdf)

[more-obscure-items-SJC-Map.pdf](https://www.worcester.ac.uk/documents/Recycle-more-obscure-items-SJC-Map.pdf)

> Books

All our unwanted books and journals are collected by British Heart Foundation (BHF). BHF collection banks are located on St John Campus outside the Students Union and in the Recycling Area near Teme Halls of Residence. A BHF bank is located at City Campus outside the Chancellors Halls of Residence.

Also, the Student's Union have a Book Swap Scheme in operation. Donations are welcome in the green and purple box located on the bookshelf at the Students Union Welcome Desk, as well as at the Charles Hastings, Student's Union desk.

Unwanted Student textbooks can be donated to FirstPoint, at the Pierson Study and Guidance centre on St John's Campus, as well as at the reception in the Charles Hastings building on City Campus.

Most local charity shops will also accept book donations, make sure to check if they are accepting at the time.

> Light Bulbs

All light bulbs contain various substances such as mercury, lead, cadmium

and sodium which are potentially damaging to the environment and should be disposed of responsibly by a certified waste contractor.

Fluorescent tubes are classified as hazardous waste and are disposed of in accordance with the Waste Electrical and Electronic Directive (WEEE). All such lighting is stored in a special container in the Woodbury Waste and Recycling Compound and removed by our registered contractor.

For details on recycling conventional filament or LED bulbs log a job on the Archibus Portal using this link: <https://uwsso.asc-hs.com/archibus/>

*Use the following steps:
 Report a Problem* -
 Campus Services - Waste/
 Recycling OR Report a
 Problem* - Electrical -
 Lighting*

> Cans GREEN

Our waste contractors provide a weekly mixed recyclables collection service that includes, *takeaway cups, drinks (aluminium) and food (steel) cans, tetra packs and plastic containers (no black plastic)*. These should be cleaned before being placed in the green

recycling bins or bags provided.

Students are responsible for emptying the green recycling bags/bins into the colour-coded green wheelie bins.

> Cardboard GREEN

Small amounts of cardboard can go in the usual mixed recycling bags or bins. Ensure cardboard is clean and has all tape and stickers removed before recycling.

Cardboard with grease or any food remnants is contaminated and cannot be recycled, so must be disposed of in the waste bin. Large amounts of cardboard are stored in the compactor located outside the Hines Building.

Cardboard is universally recyclable and can be disposed of in any green recycling bin on campus.

For larger amounts of cardboard, contact the Campus Services for collection; log a job on the Archibus Portal using this link: <https://uwssso.asc-hs.com/archibus/>

*Use the following steps:
Report a Problem* -
Campus Services - Waste/
Recycling*

> Clothes, textiles, and shoes

Any unwanted clothes, textiles, bedding, towels and shoes can be deposited in the British Heart Foundation Clothing and Shoe Bank.

BHF collection banks are located on St Johns Campus outside the Students Union and in the Recycling Area near Teme Halls of Residence. A BHF bank is located at City Campus outside the Chancellors Halls of Residence.

Donations are sold and re-used through the BHF charity shop network. Money raised fund BHF Nurses who provide care and advice to heart failure patients in their own home, helping to keep them out of hospital and improving their quality of life.

If personal clothing, textiles or shoes require reparations, Worcester Repair Café is in operation, taking place monthly every Saturday. For more information visit the *SUSThingsOut* website, via the following link: <https://susthingsout.com/worcester-repair-cafe-lets-waste-less/>

> Confidential Waste

All confidential waste should be placed in designated consoles. These are located throughout the university and are emptied on a regular basis. For any clear-outs of confidential waste white sacks can be ordered and disposed of via the Campus Services Team. Using the Archibus Portal via this link <https://uwssso.asc-hs.com/archibus/>

*Use the following steps:
Report a Problem* -
Campus Services - Waste/
Recycling*

Please be aware of the weight when filling the sacks and do not overfill as they must be lifted. Only send 'confidential' material for shredding as this is an expensive service. If you have put your confidential paper waste through an electronic shredder already it does **not** need to be disposed of in the confidential waste sacks and can be placed in the green recycling bags or bins.

What is confidential and non-confidential waste?

Confidential material will normally include any material that contains personal information on an individual. This can include staff and student

personnel records, health and medical records, wages and salary records, private correspondence and purchasing, maintenance and accounting contracts and personal documents. All non-confidential paper waste can be recycled in the green bags or bins across the campus.

> **Electrical and IT Waste**

Since January 2007, all electrical and electronic equipment has had to be disposed of in accordance with the Waste Electrical and Electronic Equipment (WEEE) Directive. Electrical and electronic items contain toxic substances such as arsenic, bromine, cadmium, hydro-chlorofluorocarbons (HCFCs), lead and mercury, and must now be disposed of safely.

Digital Services Waste

All IT equipment that has reached the end of its lifespan is disposed of via the following methods:

Schools Programme:

All redundant equipment is initially offered to local schools and charities; the devices are wiped using accredited software to ensure no data is present and then provided to a list

of schools and charities that have registered to be a part of the programme. All participants sign a waiver prior to being allowed to receive any equipment and we ask recipients of equipment in this manner to recycle the equipment responsibly in line with the values of the University as part of that waiver.

Converge IT Disposal:

All other equipment that is not recycled via the school's programme is disposed of responsibly via our current disposal partner, Converge IT, who provide Digital Services with a comprehensive asset list of all assets disposed of through their services.

For more information on this service, please contact Gareth Hughes, Client Computing Team leader via his email address: g.hughes@worc.ac.uk

Electrical Waste

All other items of electrical waste are disposed of by Facilities and includes kettles, microwaves, cookers, fridges and freezers, toasters, fans, lamps – any office or household electric items other than IT waste. If you

have an item that has reached its end-of-life and cannot be repaired or re-used by anyone else, please contact Campus Services; via the Archibus Portal using this link <https://uwssso.ash.com/archibus/>

*Use the following steps:
Report a Problem* -
Campus Services - Waste/
Recycling OR Electrical*

> **Food CADDY**

Students in halls of residence are issued with green food caddies located in shared kitchens. Staff can request these for their staff kitchens or offices.

Most types of food can be recycled in these caddies including cooked leftovers. If you are unsure about what can be disposed of in the food bin, check the **'Use the Right Bin'** poster which should be visible in all campuses and student hall kitchens. It is also available on the university's website, via the following link: <https://www.worcester.ac.uk/documents/rubbish-recycling-waste-guide.pdf>

Students and staff are responsible for emptying their food caddies in blue wheelie bins located in

halls of residence bin stores.

The main kitchen has a food waste recycling facility where food is digested by an enzyme process.

Blue wheelie bins are emptied and washed out weekly, food is transported to a local anaerobic digestion for energy recovery.

Food caddies are available on request, contact Campus Services; via the Archibus Portal using this link <https://uwsso.ashs.com/archibus/>

*Use the following steps:
Report a Problem* -
Campus Services - Waste/
Recycling*

> Foodbank Donations

Students or staff wishing to make donations to Worcester Foodbank can leave their donations at Reception within the Hines Building.

The Students Union are now accepting food donations for the Students Community Cupboard, these are accepted at the Students Union Welcome Desk on St Johns Campus and reception at the Charles Hasting building on City Campus.

> Furniture

Staff or students can

report any furniture in need of repair via the Archibus Portal using this link <https://uwsso.ashs.com/archibus/>.

*Use the following steps:
Report a Problem* -
Campus Services - Waste/
Recycling OR Report a
Problem* - Furniture*

If possible, the Estates team will repair the item for re-use or for donation to the BHF.

For personal furniture reparations, Worcester Repair Café is in operation, taking place monthly every Saturday. For more information visit the website *SUSThingsOut*, via the following link: <https://susthingsout.com/worcester-repair-cafe-lets-waste-less/>

> General Waste

BLACK

Waste for landfill should be placed in bins or bags on campus which are then collected by the cleaners for disposal.

Students in halls of residence should drop general waste in black wheelie bins located in halls of residence bin stores.

Most items can now be recycled in the mixed Green Recycling bins or

bags. Except for the following items;

- Crisp Packets & Sweet Wrappers
- Polystyrene Takeaway Boxes
- Black Plastic
- Plastic Bags
- Cling Film
- Corks & Pumps

If unsure, please see the University's 'Use the Right Bin' poster which should be visible in all campus accommodation kitchens and above all campus bins. It is available on the University Website, via the following link:

<https://www.worcester.ac.uk/documents/rubbish-recycling-waste-guide.pdf>

> Glass bottles and Jars **GREEN**

Unbroken glass bottles and jars can go in the green recycling bags or bins found on campus in offices and halls of residence. Rinse out bottles and jars if there is food or liquid residue before recycling.

> Inkjet and toner cartridge re-use

Waste toner cartridges collected and recycled by Banner Ltd. Printer Cartridges collected by Kyocera Ltd for recycling and re-use. At least 20

collection boxes can be found across St John's Campus, usually located adjacent to photocopiers. Two collection boxes are located at City Campus, in Charles Hasting building and Mulberry House.

> Metal

All scrap metal is recycled in skips located in Bredon Car park. Please **do not** throw unwanted metal into the general black waste bins.

If you have any scrap metal for disposal, please contact the Campus Services; via the Archibus Portal using this link <https://uwsso.asc-hs.com/archibus/>

*Use the following steps:
Report a Problem* -
Campus Services - Waste/
Recycling*

> Mobile phones

Mobile phones should never be put in the general waste bin to landfill because they contain several toxic substances such as lead, cadmium, beryllium and brominated flame retardants. These all need to be disposed of in a safe and efficient manner. Work smart phones need to be wiped of data and should be sent to g.hughes@worc.ac.uk prior for disposal.

You can recycle personal mobiles on campus by placing it in one of the BHF collection points, located on St Johns Campus outside the Students Union; in the Recycling Area near Teme Halls of Residence and on City Campus outside the Chancellors Halls of Residence. The parts are recycled and re-used.

> Office Clear-outs

If you require an office de-clutter and have books and journals or large amounts of paper, files or stationery items unwanted, you can book a trolley by contacting Campus Services; via the Archibus Portal using this link <https://uwsso.asc-hs.com/archibus/>

*Use the following steps:
Report a Problem* -
Campus Services - Waste/
Recycling OR Room Move
etc.*

The trolley will be delivered to your office at a pre-arranged time and collected when you are finished with it. Although most office clear-outs tend to take place during the summer months, this facility is available all year. If you have large amounts of unused pamphlets or leaflets, please leave them in the boxes and put in the trolley. All items collected

will be sorted and either recycled or passed on to staff and students.

> Paper & light card GREEN

Paper & light card can be recycled in all green bins and campus recycling bins.

Till receipts are not recyclable and must be disposed of in the general waste bins.

Paper can be reused several times over; consider cutting up to make small note pads or use for other paper crafts, rather than disposing of it straight away.

> Plastic GREEN

All the following plastic items can be recycled, please rinse first and remove soft plastic films or labels.

- Milk bottles
- Fruit juice cartons
- Household cleaning fluid bottles
- Shampoo and other toiletry bottles
- Toothpaste tubes
- All plastic drinks bottles
- Margarine and ice cream tubs, yoghurt pots,
- Plastic meat, fish and vegetable trays
- Plastic lids and caps

Once cleaned and soft plastics removed, place in the green recycling bin.

> Vapes

Most vapes are designed to be disposable and are made from single-use plastics which contain potentially hazardous chemicals capable of polluting the environment, if not disposed of appropriately. Disposable vapes use lithium batteries to charge them, which contain toxic metals such as nickel and cobalt also capable of polluting the environment.

The University now provide Vape recycling bins so that they can be safely deconstructed and diverted from landfill. These bins are located on St Johns Campus at the Students Union welcome desk; City Campus, at Jenny Lind reception and Charles Hasting reception, as the Art House.

If unsure, there is a Vape recycling bin map available on the University's Sustainability webpage, via the following link:

<https://www.worcester.ac.uk/documents/Vape-Bins-Map-web-version.pdf>

> Wood

Wood is a valuable natural resource, and we always try to recycle or re-use as much as possible and not send it to landfill.

If you have any wood that you wish to dispose of or

are interested in making use of any unwanted wood, the Campus Services Team are responsible for this Compound. Contact them via the Archibus Portal using this link

<https://uwsso.asc-hs.com/archibus/>

*Use the following steps:
Report a Problem* -
Campus Services - Waste/
Recycling*

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